

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240017-1

29 SEP 1964

MEMORANDUM FOR: Chief, Logistics Services Division, OS
THROUGH: Chief, Records Administration Staff, OD/S
THROUGH: Chief, Physical Security Division, OS
SUBJECT: Request for Secure Area, Room GH-19, Headquarters Building

1. The reference facility of the Map Library Division, Office of Research and Reports is physically located in room GH-19, Headquarters Building. This element is responsible for providing a map reference service to all Agency components located in the Headquarters Building.
2. It is requested that room GH-19 be converted to a secure area to eliminate the necessity of securing seventy-six five-drawer map case sections with twenty-five combination type padlocks and six combination lock four-drawer safes containing classified material through SECRET. A minimum of thirty minutes a day is required to open and close the map cases.
3. If any additional information is necessary in regard to this request, please contact [redacted]

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FOR THE ASSISTANT DIRECTOR, RESEARCH AND REPORTS:



Chief, Administrative Staff

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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	PSD, Office of Security 4E-06, Headquarters		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	X INFORMATION	SIGNATURE	

Remarks:

Subject: Request for Secure Area, GH-19, Headquarters

Examination of this request indicates that this is basically a Security problem rather than a Records Management Problem.

Chief, Records Administration Staff/DD/S

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
604 - 1016 16th St.	10/5/64

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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Records Administration	10/1/64	
2	Officer - 604-1016-161151		
3	PSD, Room 4E-06, HQNS.		
4	Bu:Idng		
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

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